

NATIONAL FIRE WEATHER ANNUAL OPERATING PLAN

2013



2013 NATIONAL FIRE WEATHER ANNUAL OPERATING PLAN

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I. INTRODUCTION

This document serves as the National Interagency Fire Weather Annual Operating Plan (AOP), detailing national-level services, products and responsibilities for both the Wildland Fire Agencies and the National Oceanic and Atmospheric Administration's (NOAA's) National Weather Service (NWS). The general relationship between NWS and the interagency fire management community is set forth in the National Interagency Agreement for Meteorological Services, referred to as the "National Agreement" from here on. The AOP provides specific procedural information regarding the delivery of meteorological services to the fire management community nationally, as allowed under the umbrella of the National Agreement. References include:

- National Weather Service Policy Instructions (NWSI) 10-4, 401, 402, 403, 404 and 405
 - [The National Agreement](#)
- [National Mobilization Guide](#)
- [Predictive Services Handbook](#)

II. SIGNIFICANT CHANGES SINCE LAST YEAR

This is the first National AOP issuance.

III. SERVICE AREA AND ORGANIZATIONAL DIRECTORY

Fire weather services are provided by NWS Weather Forecast Offices (WFO's) and National Centers with fire weather forecasting responsibility, the interagency Predictive Services units at the 11 Geographic Area Coordination Centers (GACCs), and the National Interagency Coordination Center (NICC).

NWS's Fire Weather Services Program is managed under its Office of Climate, Water and Weather Services, Fire and Public Weather Services Branch (<http://www.nws.noaa.gov/om/msd/index.shtml#Fire>). The Program objective, as mandated by Congress, is to provide fire weather forecast products and services to the fire and land management community for the protection of life and property, promotion of firefighter safety, and stewardship of America's public wildlands. Three dedicated, full time fire weather management positions are located at NIFC.

Predictive Services consists of meteorologists, intelligence officers and wildland fire analysts located at 11 GACCs and NICC, with program direction provided by the National Predictive Services Subcommittee (NPSS) under the National Wildfire Coordination Group (NWCG). (NPSS provides leadership and direction for the Predictive Services program. The subcommittee consists of 11 members who represent the federal wildland fire agencies, the National Association of State Foresters (NASF), NWS, field managers, and the two functional units of Predictive Services, meteorology and intelligence. The vision for NPSS is that wildland fire management emphasizes safety, cost containment, efficiency, and ecosystem health through proactive use of Predictive Services' decision support products.

Participating Agencies

1. DOC/NOAA/NWS
2. U.S. Department of Agriculture (USDA) Forest Service
3. Department of Interior (DOI) Bureau of Land Management
4. DOI National Park Service
5. DOI US Fish and Wildlife Service
6. DOI Bureau of Indian Affairs
7. NASF

IV. NATIONAL WEATHER SERVICE SERVICES AND RESPONSIBILITIES

A. Basic Services – The following constitute the current operational fire weather forecast products provided by NWS, as well as, experimental and/or prototype forecast products or services. Any experimental products are labeled accordingly.

1. Fire Weather Planning Forecasts (FWF)

Fire Weather Planning forecasts are issued by all NWS WFOs with fire weather users requesting services. The intent is to provide general, zone-based information for daily preparedness and planning purposes.

Product specifications can be found in NWSI 10-401:

<http://www.nws.noaa.gov/directives/sym/pd01004001curr.pdf>

A list of alternative planning tools and forecasts can be found here:

<http://weather.gov/directives/010/401h/PlanningTools.pdf>

2. Spot forecasts (FWS)

Spot forecasts are site-specific forecast products issued for wildfires, prescribed fires, search and rescue operations, aerial spraying, etc., and are available upon request at any time of day, week or season. Spot forecasts are available to any federal, state or municipal agency in accordance with requirements outlined in NWSI 10-401.

Spot forecasts are updated when representative observations are submitted to the forecaster through an updated spot request. Spot forecasts may also be updated if the forecaster deems the current forecast does not adequately represent current or expected weather conditions. In the absence of prior notification and coordination from the requesting agency, NOAA-NWS does not normally provide site-specific spot forecasts more than 1 day (24 hours) in advance of an agency project. Agency representatives planning prescribed fires or other projects more than 1 day in advance should utilize existing planning forecast information, tools, or consult with NWS or Predictive Services meteorologists .

NWS normally provides spot forecasts for wildfires and other high-impact incidents in less than 45 minutes from the time of request. In the absence of a specific forecast delivery time request, NOAA-NWS normally provides spot forecasts for prescribed fires and other projects within 60 minutes of the request.

Weather data support for the Fire Area Simulator (FARSITE) varies across the NWS. Local AOPs include specific details on NWS support available in a given area.

Effective September 19, 2011, all WFO NWS Spot forecast request webpages began hosing a new, experimental functionality for requesting HYSPLIT (Hybrid Single Particle Lagrangian Integrated Trajectory model) trajectory runs from NOAA's Air Resources Laboratory (ARL). To request HYSPLIT trajectories from WFO NWS Spot forecast request webpages, the authorized user must enter the phrase "hysplit to email@domain.gov" in the remarks section of the spot forecast request form.

Spot forecast specifications can be found here:

3. Fire Weather Watches (FWW) and Red Flag Warnings (RFW) – A Red Flag event is a critical combination of dry fuels, weather conditions and other local criteria that support extreme fire behavior and/or excessive fire starts that significantly impact initial attack. Specific objective criteria for Red Flag events are defined in local, regional and/or state AOPs.

RFW and FWW forecast specifications can be found here:

<http://www.nws.noaa.gov/directives/sym/pd01004001curr.pdf>

4. National Fire Danger Rating System Forecasts (NFDRS) – NWS'role with respect to the NFDRS system is to provide 24-hour forecasts of required meteorological parameters as input to the NFDRS software to facilitate prediction of the next day's fire danger indices.

NFDRS forecast specifications can be found here:

<http://www.nws.noaa.gov/directives/sym/pd01004001curr.pdf>

5. Digital Services

All WFOs produce a digital forecast database that provides a variety of web accessible planning tools for fire weather partners. These tools can be of assistance to help determine the timing for a spot forecast request and include:

- Point Forecast Matrix (PFM)
- Digital Point Forecast
- FARSITE
- Weather Activity Planner
- Hourly weather graphs
- 48 Hr Element Meteogram

These tools are all available at any time via links at the top of NWS office fire weather web pages. NWS offices may also produce other tools for their areas of responsibility. Any questions on these products should be directed to the WFO..

- B. Incident Response– NWS will maintain a cadre of Incident Meteorologists (IMETs) and will ensure this cadre is fully trained, certified and able to meet all requests for incidents requiring Type I and Type II Incident Management Teams as well as provide support for other wildland fire operations such as prescribed fires. NWS IMETs are requested to respond to Federal incidents. For non-Federal incidents, the requesting agency may order an NWS IMET or other qualified meteorologist to support incident meteorological needs.

IMETs generally provide direct, onsite support for active fire management operations. However, agencies may require fire weather support for operations or activities that are not directly associated with a specific wildland fire incident. In these situations, remote **or off-site** fire weather support by the local servicing WFO may be a suitable alternative. Users of these services should contact their local WFO to make arrangements.

The coordination for all IMET dispatches and training assignments is accomplished between the NFWOC and the National or Geographic Area Coordination Centers. National and GACC Predictive Services assist the NFWOC in efficiently dispatching IMETs to requested incidents. National dispatching procedures are found in the National Incident Mobilization Guide. IMETs are dispatched using the most cost efficient manner and the closest forces concept.

All requests for IMETs are processed with the following information:

1. Name of fire
2. Location of fire
3. Directions to location where the IMET is to report and fire camp location
4. Name of Incident Commander, Plans Chief and Fire Behavior Analyst (if available)
5. Request and Resource Order number for each IMET

One must verify that the "Special Needs" section on Resource Order includes authorization for use of a rental vehicle, cell phone, computer equipment and the All Hazards Meteorological Response System (AMRS).

Agency requests for IMET support for long-duration, non-wildfire incidents, such as smoke-sensitive prescribed fires, should follow this process:

1. Provide a written request to the NWS with as long a lead time as possible.
2. Explore options with NWS for on-site versus in-office support.
3. Discuss forecast requirements with NWS.

Additionally, the requesting agency is responsible for providing adequate shelter to allow the equipment and fire weather meteorologist to function efficiently. This should include a location free of excessive dust, heat and moisture, protection from wind and other elements. The requesting agency should also provide a table and chair. Transportation and shelter arrangements should be made at the time of request. Access to 120 volt AC power is desirable.

Refer to local or regional AOPs for additional guidance or exceptions to these responsibilities.

- C. Forecaster Training - NWS recognizes the need for specialized training in fire weather for its forecasters. Any NWS meteorologist producing fire weather products or acting as a WFO fire weather local program leader will have met the requirements set forth in NWSI 10-405. NWS IMET training and certification is also defined in NWSI 10-405. Requirements can be found at: <http://www.nws.noaa.gov/directives/sym/pd01004005curr.pdf>

V. WILDLAND FIRE AGENCY SERVICES AND RESPONSIBILITIES

Predictive Services Program

The role of the Predictive Services Program is to provide a focal point for gathering, analyzing, producing and disseminating situation, meteorological, fuels, fire danger, fire potential, and resource status products. Predictive Services also provides products and services to wildland fire decision-makers to facilitate their placing resources where they are most needed. More specifically, Predictive Services is tasked to enhance proactive wildland fire management that emphasizes safety, cost containment, efficiency and ecosystem health by successfully anticipating critical fire events through the integration of climate,

weather, fuels, fire danger, situation and resource status information. Additionally, Predictive Services will advance the state of the science through collaborations with cooperating agencies, academic and research partners and the private sector.

Specifics about the Predictive Services Program, including products and services, are available in the Predictive Services Handbook on National Interagency Coordination Center website:

http://www.predictiveservices.nifc.gov/NPSG/npsg_pdf/PSHandbook_2009Update.pdf

A. Basic Services

1. 7-Day Significant Fire Potential Outlook – Integrates weather, climatology, historical fire occurrence and fuels state into a statistical assessment of significant fire potential by Predictive Services Area (PSA). It includes a general weather synopsis, fire potential and resources discussions.
2. Daily Fire Weather Outlooks - Fire weather outlooks combine information from the NWS, Fire Consortia for the Advanced Modeling of Meteorology and Smoke (FCAMMS), Predictive Services meteorologists and other sources into graphics of significant fire weather parameters.
3. Multi-media briefings - Provide a recorded briefing on current and forecasted fire potential including fire weather forecasts, fuels status information, and resource availability.
4. Monthly and Seasonal Wildland Significant Fire Potential Outlooks – These outlooks incorporate all available weather, climate and fire danger information to provide medium- and long-term predictions of significant fire potential. Reports consist of a national monthly map delineating areas of normal, above and below normal significant fire potential for one and two months in advance. The reports also provide a seasonal map showing areas of normal, above and below normal and trends from the previous month for two, three and four months in advance. On these maps areas of persisting, increasing to, or decreasing from above normal significant fire potential are delineated.
5. Fuels and Fire Behavior Advisories - These advisories delineate areas of hazardous fuel conditions and projected active fire behavior. Their production is coordinated among fire management and Predictive Services personnel within the Geographic Areas and NICC through Predictive Services.

B. Program Management and Incident Response Assistance - Management of fire agency fire weather programs and responsibilities.

1. Coordination - Predictive Services coordinates with wildland fire managers and various service providers including, but not limited to, NWS, the private sector and the research community.
2. RAWs/NFDRS - GACC Predictive Services monitors, and in some instances, manages portions of the interagency RAWs program. This includes data quality assurance, station maintenance and acquisition, and development and provision of conducting training.

- C. Agency Computer Systems - Where such fire management computer systems as the Weather Information Management System (WIMS) are locally available, access to the systems will be granted to NWS to provide or develop services, as needed.
- D. WIMS IDs for NFDRS Stations - All NFDRS observation stations are assigned a 6-digit NWS station identification number for use in WIMS. Available GACC Remote Automated Weather Stations (RAWS) Coordinators must be contacted for assignment of a 6-digit number for any new station or for any changes in location made to existing stations that already have an NWS ID number. The RAWS Coordinator will obtain appropriate 6-digit ID's and will notify NWS and other appropriate entities of any new or relocated NFDRS stations.

E. Fire Weather Observations

1. RAWS & NFDRS Observations

Fire weather observations for stations that desire next day forecasts will be entered into WIMS no later than 1350 LST (1450 LDT). Observations from RAWS sites will be the latest data available from the satellite interrogation. RAWS and NFDRS stations are expected to be sited and maintained according to NWCG PMS 426-3 "National Fire Weather Station Standards and Guidelines". Regardless of station age or location, annual RAWS maintenance requirements must be adhered to.

If a known maintenance or data accuracy problem exists with an NFDRS forecast site, the problem will typically be reported to the station owner by the NIFC RAWS Depot via e-mail. It is the duty of the station owner to take corrective action. If a WFO knows of this problem and maintenance is not completed on the observation site, the WFO may suspend the NFDRS forecast for that site until the problem is solved. Notification of the NFDRS forecast suspension will be coordinated with Predictive Services in the affected Geographic Area Coordination Center.

2. Fireline Observations & Spot Forecast Feedback

Fireline Observations - Fireline observations are required when requesting a spot forecast. If a fireline observation cannot be acquired, the requestor must provide an observation site to be used in lieu of the fireline observation. Fire management agency personnel will take standard fireline observations of temperature, humidity, wind speed and direction and weather/sky condition consistent with guidance provided in NFES 2140, "Weather Station Handbook - an Interagency Guide for Wildland Managers".

3. Spot Forecast Feedback and Validation - Feedback on spot forecasts is necessary to validate forecasts and improve accuracy. On-site incident staff is strongly encouraged to actively communicate with the office that issued a spot forecast to report conditions changes, request updates and/or provide post event analysis.

VI. JOINT RESPONSIBILITIES

- A. Training - Meteorological training assistance for NWCG and other courses will be provided jointly. Requests for training from WFOs should be directed to the local WFO's Meteorologist-in-Charge (MIC). Requests for training from Predictive Services meteorologists should be directed to

the GACC or NICC Predictive Services Units. In all cases, sufficient advance notice should be given to allow for scheduling and proper preparation.

Requests for NWS personnel to provide training should be accompanied by a separate reimbursement or advance of funds Agreement for training. It is important to remember that the National Agreement does not provide a mechanism for reimbursement for training. Every effort should be made to acquire invitational travel orders for the NWS resource, provided by the requesting Agency. This should be done well in advance of the training class date(s). If there is a justified reason an invitation travel order cannot be issued, the second option for reimbursement is a NOAA Gifts and Bequests process. Procedures for this process can be found here, beginning in section 4-08:

<http://www.pps.noaa.gov/NOAA%20Finance%20Chapter%204%20Bequests%20to%20NOAA.pdf>

As stated in the above procedures, Gifts and Bequests must be accompanied by a CD-210 form filled out by the NWS office accepting the funding claim.

The final option in receiving travel reimbursement is to enter into a separate interagency Agreement for the costs of the travel. This is the most work-intensive and time-consuming option for gaining reimbursement. An exhibit of the U.S. Forest Service Agreement form is found in Appendix A. Without an invitational travel order or Gifts and Bequests claim, the individual training assignment must have an Agreement signed in advance of the proposed training. Non-federal training must also be accomplished via an advance reimbursement Agreement, with the following conditions:

- Sufficient lead-time to schedule an instructor must be given to each WFO's MIC.
- The NWS instructor must be the only one available to provide the training. (i.e., there are no land management agencies or private meteorologists who are ready, willing and able to provide the training.)

B. Incident Response Reimbursement - Assistance will also be provided to respective Agency finance centers and NWS Regional Headquarters personnel after the dispatch to ensure proper reimbursement procedures are followed. As outlined in the National Agreement, all costs directly associated with incident response will be reimbursed by the requesting Agency. These costs not only include those associated directly attributable to the IMET, but also costs incurred by the home duty station of the IMET. These costs not only include those associated directly attributable to the IMET, but also costs incurred by the home duty station of the IMET. This cost is usually the overtime costs of home station forecasters required to fill in shifts left vacant by the departing IMET. IMET training assignments must be of sufficient duration to certify the meteorologist in a cost efficient manner.

Telecommunication services costs will be computed annually based on the average prorated percentage rate of use, as applicable, and/or otherwise attributable to the Wildland Fire Agencies. The Wildland Fire Agencies will split the prorated cost annually according to the NWCG cost distribution rate, and billings/payments will be administered at the national level according to the annual, national Telecommunications Agreement between NWS and the Bureau of Land Management.

Broadband Global Area Network (BGAN) communication costs exceeding the basic, data use level set forth in the Telecommunications Agreement will be billed to the Incident requiring the IMET to use the BGAN system. In this case, the IMET will provide a disclosure form to the Incident, detailing the agreement to use BGAN services instead of Incident-supplied communications. This will occur if the BGAN system is required for more than 24 hours. It also ensures the Incident explicitly approved the longer-term use of the BGAN system.

C. Interagency IMET Standards

The NWS and Interagency Wildland Fire Agencies work together at the national level to develop Interagency IMET qualifications and standards for inclusion in the National Interagency Incident Management System, section 310-1.

The NWS and Interagency Wildland Fire Agencies work together at the national level to review IMET qualifications and standards annually (as outlined by NWS Policy Instructions 10-402 and 10-405 (<http://www.nws.noaa.gov/directives/010/010.htm>)), and will include changes, as appropriate, in this National AOP, and the changes will be added as a specialized appendix to this National AOP. These changes will also be coordinated and included as appropriate within 10-402 and 10-405.

D. Coordination issues

The NWS and Predictive Services coordinate product and service consistency, assuring fire managers receive a uniform message of expected fire weather and fire danger. Given the distinct missions of NWS and the Agencies, care must be taken to maximize efficiency and coordination when weather information and/or products are critical for the safety of fire fighters and the public. With the best interests of fire fighters and the public in mind, NWS and Predictive Services work together to assure a consistent weather message is delivered to fire managers. Open coordination, appropriate sharing of key information, leveraging of software development efforts and coordination calls are strongly encouraged. Also, to assure warning consistency, NWS has the final authority for issuing all Fire Weather Watches and Red Flag Warnings. In addition, Predictive Services and the NWS join efforts in disseminating each other's products. On incidents, the IMET is the final authority for all fire weather forecast information. NWS and Predictive Services also work to establish websites displaying all available information.

Efficient coordination during significant fire activity is the key to fire fighter and public safety. When coordinating issues, some suggested methods of coordination include but are not limited to:

- Overview of fire activity and fire potential situation
- Regional synopsis of current and expected fire weather situation and/or other pertinent forecast concerns from a Geographic Area perspective.
- Round robin where all participants will have the opportunity to ask questions and share information regarding forecast concerns, forecast differences, etc.

E. Monitoring, Feedback and Improvement of Fire Weather and Fire Potential Information

Predictive Services and NWS meteorologists monitor all sources of fire weather and fire potential information to ensure consistency, quality and applicability. Where issues arise, data

are archived and brought to the attention of the provider to enhance awareness and work toward improvement. Some priorities include:

- NFDRS forecast consistency with station climate histories.
- General forecast parameter consistency.
- Utility of fuel dryness information.
- Accuracy and applicability of the RFW program.
- Quality of fireline observations and spot forecast feedback.
- Overall adherence to policies and procedures set forth in AOPs.

F. Technology Transfer – NWS and Predictive Services meteorologists work to integrate advanced technology, and analytical and prediction systems into fire management planning and operations. Efforts include but are not limited to:

- Regional numerical modeling of weather and smoke dispersion
- Proper use of RAWs and NFDRS
- Research and development to advance fire meteorology

G. Annual Operating Plans (AOPs) - The National Weather Service and Predictive Services develop joint AOPs at both the regional and national levels. National and regional AOPs are developed and reviewed jointly on an annual basis but are constrained within the limits of the national AOP. AOPs must include, but are not limited to, red flag warning and fire weather watch criteria, individual and joint responsibilities, etc.


H. Interagency Participation - WFOs and Predictive Services units are expected to provide representation to AOP meetings, NWCG committees and subcommittees, and other groups and meetings, as appropriate.

VII. EFFECTIVE DATES OF THE AOP

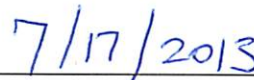
May 1, 2013 to April 30, 2014.

Strictly, this AOP shall be effective on the date the last signature is placed on the signature section and it will remain in effect until the date the last signature is placed on the signature page the following year. Updates or amendments may be added in the interim upon agreement of all signatories.

VIII. AGENCY SIGNATURES (*On file*)



Fire Weather Program Manager
NOAA/NWS Office of Climate, Water and Weather Services



Date



Predictive Services Program Manager
National Interagency Coordination Center



Date

IX. APPENDICES

A. APPENDIX – REIMBURSEMENT OR ADVANCE OF FUNDS AGREEMENT

REIMBURSEMENT OR ADVANCE OF FUNDS AGREEMENT

| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--|--------------------|--------------------|--------------------------|--------------|---|----------|-------------------|-------------------|--------------------|--|--------------------------------|--|--|--|--|--|-------|--|--|--|--|--|-------------------------------|--|--|--|--|--|--|--|--|--|--|--|
| 1. AGREEMENT NUMBER (25) | | 2. FISCAL YEAR (4) | | 3. ESTIMATED AMOUNT (11) | | 4. AGY. BILL IND. (1) | | 5. TRANS CODE (1) | | 6. ACTION CODE (1) | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7. AGENCY REQUESTING SERVICE | | | | | | 8. AGENCY PERFORMING SERVICE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| NAME (32) | | | | | | NAME (32) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1ST LINE ADDRESS (32) | | | | | | 1ST LINE ADDRESS (32) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2ND LINE ADDRESS (32) | | | | | | 2ND LINE ADDRESS (32) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CITY (21) | | | STATE(2) | | ZIP CODE (9) | | CITY(21) | | | STATE (2) | | ZIP CODE (9) | | | | | | | | | | | | | | | | | | | | | | | |
| 9. SERVICE TO BE PERFORMED (Give brief explanation and basis for determining cost of services. Attach additional sheet if needed.) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10. LIST REFERENCES TO CORRESPONDENCE RELATIVE TO THIS WORK (Requesting Agency only.) (50) IN ACCORDANCE WITH THE ECONOMY ACT OF JUNE 30, 1932, SECTION 601, 31 U.S.C. 1535 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 11. DURATION OF AGREEMENT | | | | | | 12. METHOD OF PAYMENT | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| EFFECTIVE DATE (From) | | | CONTINUING THROUGH | | | REIMBURSEMENT | | | ADVANCE OF FUNDS | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | BILLING FREQUENCY | | | TYPE OF ACCOUNT | | | | | | | | | | | | | | | | | | | | | | | |
| 13. FINANCING (REQUESTING AGENCY - WHEN NOT SERVICED BY NFC) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| APPROPRIATION SYMBOL AND TITLE | | | | | | PROJECT, ALLOTMENT, OR WORKPLAN NO. (As applicable) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 14. FINANCING (REQUESTING AGENCY - WHEN SERVICED BY NFC) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 15. FINANCING (PERFORMING AGENCY) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 16. LEAVE FACTOR (3) (2) / | | | | | | | | | | | | 17. FICA FACTOR (3) (2) / | | | | | | | | | | | | 18. OVERHEAD FACTOR (3) (2) / | | | | | | | | | | | |
| 19. REQUESTING AGENCY APPROVAL | | | | | | | | | | | | 20. PERFORMING AGENCY APPROVAL | | | | | | | | | | | | | | | | | | | | | | | |
| SIGNATURE | | | | | | DATE | | | | | | SIGNATURE | | | | | | DATE | | | | | | | | | | | | | | | | | |
| TITLE | | | | | | TITLE | | | | | | TITLE | | | | | | TITLE | | | | | | | | | | | | | | | | | |
| PERSON TO CONTACT | | | | | | PHONE (Area Code and No.) () - | | | | | | FTS | | | | | | COMM | | | | | | | | | | | | | | | | | |

FORM AD-672 USDA (Revised 9/86)

INSTRUCTIONS FOR FORM AD - 672 (Revised 9/86)

1. AGREEMENT NUMBER - Enter the Performing Agency's Agreement Number. Enter up to 25 Positions Alpha/Numeric, First 6 Positions must be

1 - 2 - Agency Code
3 - 4 - Fund Code
5 - 6 - Fiscal Year

2. FISCAL YEAR - Enter 4 Positions, e.g. 1984

3. ESTIMATED AMOUNT - Enter up to \$999,999,999.99 omit commas and decimal point.

4. AGENCY BILLING INDICATOR - Enter 1,2,3, or 4

1 - Requesting Agency is an agency serviced by NFC's MISC system

2 - Requesting Agency is a Government Agency, Bill SF 1081
3 - Requesting Agency is a Government Agency, Bill SF 1080
4 - Requesting Agency is other than Federal Government. Bill AD-631

5. TRANSACTION CODE - Enter 0, 1, 2, A, B, C

0 - Revenue - Government
1 - Refund - Government
2 - Reimbursement - Government
A - Revenue - Public
B - Refund - Public
C - Reimbursement - Public

6. ACTION CODE - Enter 1,2,3, or 4

1 - Add New Agreement
2 - Change Existing Agreement

3 - Delete Existing Agreement

4 - Issue Bill for Method of Payment upon demand or upon completion of work

7. NAME AND ADDRESS OF REQUESTING AGENCY

Name (32 positions)
1st Line Address (32 positions)
2nd Line Address (32 positions)
City (21 positions)
State (2 positions)
Zip Code

8. NAME AND ADDRESS OF PERFORMING AGENCY - Same as item number seven.

9. SERVICES TO BE PERFORMED - Enter brief narrative.

10. LIST REFERENCES FOR CORRESPONDENCE - Enter reference data that the Requesting Agency requires for Correspondence or Billing (e.g. Requesting Agency Agreement Number) or authority for Agreement (e.g. Public Law 97-212).

11. DURATION OF AGREEMENT

EFFECTIVE DATE - Enter month, day, year.

CONTINUING THROUGH - Enter month, day, year.

12. METHOD OF PAYMENT

BILLING FREQUENCY - Enter 0, 1, 2, 3, 4, or 5

0 - Immediately
1 - Monthly
2 - Quarterly
3 - Semi-annually
4 - Upon completion of work
5 - Upon demand

TYPE OF ACCOUNT

0 - Transfer of Appropriation Account
1 - Consolidated Working Fund

13. FINANCING (Requesting Agency- When NOT serviced by NFC) Complete this block only when the requesting agency does not participate in the Central Accounting System processed by the USDA's National Finance Center

14. FINANCING (Requesting Agency - When serviced by NFC) Complete this block only when the requesting agency does participate in the Central Accounting System processed by the USDA's National Finance Center.

Agency Code - Enter 2-digit NFC assigned agency code

Fund Code - Enter 2-digit NFC assigned fund code

Accounting Station - Enter assigned accounting station code.

Accounting Classification Code - Enter accounting classification code of requesting agency

Object Class - Self Explanatory

Amount - Enter the estimated agreement amount allowable to each accounting classification

15. FINANCING (Performing Agency) - Enter agency code, accounting station, accounting classification code object class and amount stated in 14 above. Accounting codes used in this agreement cannot be duplicated in any other agreement number

16. LEAVE FACTOR - If leave is to be considered in billing the Requesting Agency for services, enter the leave factor. Enter 10.6% as 010/60 or 10/6

17. FICA FACTOR - If FICA taxes paid are to be considered in billing the Requesting Agency for services, enter the FICA factor. Enter 6.85% as 006/85 or 6/85

18. OVERHEAD FACTOR - If overhead is to be considered in billing the Requesting Agency for services, enter the overhead factor. Enter 18% as 018/00 or 18/0.

19. APPROVAL FOR REQUESTING AGENCY - Self explanatory.

20. APPROVAL FOR PERFORMING AGENCY - Self explanatory.



UNITED STATES DEPARTMENT OF THE INTERIOR

INTER/INTRA-AGENCY AGREEMENT (IAA)

1. Period of Performance



| START | END |
|-------|-----|
| | |

Buyer has work performed for them by the Seller named in item 6b.

Seller to perform work as described herein for the agency named in item 6a.

SEE INSTRUCTIONS ON PAGE 2

2. Common Document Number (Agreement Number)

3. Check appropriate box

☐ Original ☐ Modification No.

4. Under the authority of (Cite authorities):

☐ 43 U.S.C. 1701 et seq., (FLPMA)

☐ Working Capital Fund (WCF)

☐ Department of the Interior Appropriation Act for FY

☐ Other: _____

☐ 31 U.S.C. 1535 (the Economy Act)

5. Description of Work (If more space is needed, attach additional sheets):

PROJECT TITLE:

| Buyer | Seller |
|--|---|
| 6a. Agency: Address: Address: Administrative POC Email: Phone Fax Technical Point of Contact: Email: Phone Fax | 6b. Agency: Address: Address: Administrative POC: Email: Phone Fax Technical Point of Contact: Email: Phone Fax |

| ACCOUNT DATA | BUYER | SELLER |
|--|-------|--|
| 7. Agency Location Code | 7a. | 7b. |
| 8. BPN Number (DUNS #) FSN | 8a. | 8b. |
| 9. Treasury Account Symbol (TAS) | 9a. | 9b. |
| 10. Standard General Ledger | 10a. | 10b. |
| 11. Cost Structure/Account | 11a. | 11b. |
| 12. Business Event Type Code | 12a. | 12b. |
| 13. Requisition Number for Buyer/Project Account for Seller | 13a. | 13b. |
| 14. Contract Line Number for Buyer/ Proposal Number or other data for Seller | 14a. | 14b. |
| 15. Buyer provide Expiration of Funding Source (Date or indefinite) | 15a. | 15b. NOTE: Seller, ensure project completion by this date (Seller must not incur additional costs) See Block 15a |

| | |
|--|---|
| 16. Amount Obligated by Buyer | 17. Bill To (Name and Address, including zip code of Finance Office): |
| a. Initial or current obligation: \$ | Name: |
| b. Modification Amount (check one) \$ <input type="checkbox"/> Increase <input type="checkbox"/> Decrease | Address: |
| c. Total obligation: \$ | Address: |

18. Billing for Federal Agencies and DOD will be processed via IPAC. (billing will be done ☐ bi-weekly ☐ monthly ☐ quarterly ☐ in advance)

Upon Approval, this agreement constitutes an obligation against Buyer requesting the work; or authority to proceed with work by Seller for the herein named agency in anticipation of reimbursement.

| | |
|--|---|
| 19. Approved for Buyer: (Contracting Officer or other Authorized Signature) *other only for WCF | 20. Approved by Seller: (Seller's Authorizing Signature) |
| 19a. Name (Type): | 20a. Name (Type): |
| 19b. Title: 2013_National_AOP_07_15 | 20b. Title: |
| 19c. Date: | 20c. Date: |

INSTRUCTIONS FOR INTER/INTRA-AGENCY AGREEMENT (IAA)

NOTE: Information **highlighted** is to be completed by, or obtained from, the Seller Agency

IAA – BUYER TO HAVE WORK PERFORMED BY A PARTICIPATING (SELLER) AGENCY

*Note: Complete Items below for a single funding line – continuation page is required for multiple lines of funding

The Buyer executes this form, completes and obligates information under Buyer data elements.

1. Enter the start and end date (period of performance) in which work will be completed.
2. Enter the Common Document Number (Inter/intra Agency Agreement number).
3. Check "Original" if first submission, "Modification" and enter modification number if modification.
4. Check 31 U.S.C. 1535" unless another specific legislative authority exists, in which case that authority is shown under "other". If 31 U.S.C. 1535 is checked, an Economy Act Determination **must** be prepared by the project manager and approved by a warranted Contracting Officer with delegated authority.
5. Provide a Project Title and description of the work to be performed in accordance with Acquisition, Section 1510-17.5.
6. Enter the Buyer Agency office name, city, state, zip code, Buyer technical and administrative contact names and phone nos. with area code, also include fax and Email address.
- 6a. Enter the Seller Agency office name, city, State, Buyer technical and administrative contact names and phone nos. with area code, also include fax and Email address. These fields can be completed by the Seller if unknown to the Buyer.

This data will be referenced on your Treasury IPAC bill

- 7a. Provide your 8 digit Agency Location Code (ALC) assigned by Treasury.
- 8a. Type your Business Partner Network Number (DUNS No.) as registered in Federal Register, this is also referred to as the FSN for Dept. of Defense.
- 9a. Provide the Treasury Account Symbol (TAS) for this funding line.
- 10a. Determine the Treasury Standard General Ledger accounts (SGL) for this funding request.
- 11a Enter the account cost structure for your Agency. This may include an office identifier, program and budget object class.
- 12a Provide the Business Event Type Code (BETC) for this action.
- 13a Type the Requisition Number referenced to support this Agreement.
- 14a Contract Line Number for this funding.
- 15a. Provide the Fund Expiration date, or type 'Indefinite' (for no year funds).

*Items 9a – 14a are specific for each line of funding on the obligation document. See * above.

7b-14b. Seller Agency completes these items.

This data will be used to cross-reference the IA with the Seller's reimbursable account.

16. For an original IA; enter the amount to complete items a, c, and d. For modification; complete items a, b, c, and d.

16a. Enter the Initial or current obligation amount

16b. Enter the Modification Amount

16c. Check appropriate box to indicate if the funding is being increased or decreased by this action.

17. Enter the Buyer Agency, Bill To - Finance Office address, include office name, city, state, and zip code.

Forward a copy of this draft Agreement for completion of the Seller Agency account data.

Obtain a signed, accepted copy of this Agreement from the Buyer Agency.

Ensure that the data elements in 7b-14b have been completed.

18. Check the preferred billing schedule for the Buyer Agency and ensure that the term is acceptable for both Buyer and Seller.

19. IA must be signed by a warranted Contracting Officer with delegated authority. IA is not signed by the Buyer until approved in block 20 by the participating agency.

20. Signature of approving official for the participating agency.

Send a fully executed copy of this Agreement to the Seller Agency after obligation is recorded in the Financial System via the IDEAS/PRISM system.

PARTICIPATING SELLER AGENCY TO SUPPORT THE BUYER AGENCY

The Draft IAA is received for completion by the Seller Agency.

This data will be used to cross-reference the IAA with the Seller Agency's reimbursable account in FFS or SAP.

- 6b. Enter the Seller Agency office name, city, State, Buyer technical and administrative contact names and phone nos. with area code, also include fax and Email address. These fields can be completed by the Buyer

- 7b. Provide your 8 digit Agency Location Code (ALC) assigned by Treasury.
- 8b. Type your Business Partner Network Number (DUNS No.) as registered in Federal Register, this is also referred to as the FSN for Dept. of Defense.
- 9b. Provide the Treasury Account Symbol (TAS) for this funding line.
- 10b. Determine the Treasury Standard General Ledger accounts (SGL) for your reimbursable account.
- 11b. Enter the cost structure / account classification for your Agency's reimbursable. This may include an office identifier, program and budget object class. (Note: This cost structure **must** be charged with time or expenditures for billing to occur.)
- 12b. Provide the Business Event Type Code (BETC) for this action.
- 13b. Type the Project or Job Number assigned to track expenses for completing the work requested in Agreement.
- 14b. Enter any additional Seller account reference data. (Project code assigned, Proposal number, sub-agreement contract reference)
- 15b. Seller to ensure completion by this date (No additional costs may be incurred).

16. To be completed by Buyer

17. Ensure that the billing term is acceptable by Seller Agency.
20. Ensure that the approval signature is an agent authorized to accept or behalf of the Seller Agency.
- Return the IAA copy to the Contracting Officer for execution and obligation.**

After Receipt of the fully executed copy of this Agreement, create a reimbursable account in FFS, PCAS or SAP, SD to track expenses that will be IPAC billed against this Obligation.